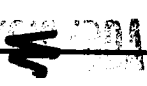



STAT

TRANSMITTAL SLIP		DATE 14 DEC 1967
TO: OS Registry		
<div></div>		
REMARKS:  D/OS Chrono, PPS Chrono, and OS Registry copies attached.		
FROM: 		
ROOM NO.	BUILDING  Bldg.	EXTENSION

ADMINISTRATIVE - INTERNAL USE ONLY

OS REGISTRY

10 DEC 1987

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Proposed [ ] Protecting Removable Magnetic Media

FROM:

Chief, Regulatory Policy Division, DDA  
1112 Ames Building

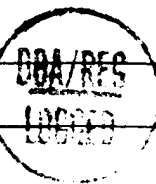
EXTENSION

NO.

DDA\*2335\*87R1

DATE

14 DEC 1987



TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. EXA/DDA

2.

3.

4.

5. DDA Registry

6.

7. RPD  
1112 Ames Building

8.

9.

10.

11.

12.

13.

14.

15.

The attached notice, initiated by the Office of Security (OS), is forwarded for approval. It informs employees of Agency policy concerning the protection of removable magnetic media.

The proposal was circulated to the following for information and comment: EXDIR, DDI, DDO, DDS&T, General Counsel, Inspector General, Comptroller, and all component offices of the DA. All coordinator comments (with the exception of the Comptroller's concerns which are addressed in the attached memorandum to the DDA from the Director of Security) have been incorporated.

We have obtained the legal concurrence of the Office of General Counsel and consider further coordination unnecessary.

OS would like to have the attached policy approved prior to a briefing of ADP control officers, support and area security officers, and systems administrators scheduled for 15 December 1987; therefore, IMMEDIATE handling of this proposal is requested.

**IMMEDIATE**Form 160r  
3-65

(20)

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14 DEC 1987

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Security

SUBJECT: Proposed Headquarters Notice, Protection of  
Removable Magnetic Media

1. Action Requested: This memorandum contains a recommendation that you sign the attached Headquarters Notice pertaining to the protection of removable magnetic media. In addition, a decision on your part as to the storage requirement for unclassified removable magnetic media is also requested.

2. Background: The control and accountability of removable magnetic media presents the Agency managers with an extremely complex problem. The proposed HN, as part of an initial phase to develop a cost effective and workable solution, has been fully coordinated with all members of the Information Security Policy Panel (ISPP) and the Office of General Counsel.

However, the Deputy Comptroller does not concur with paragraph 2.e. which requires all unclassified removable magnetic media to be secured, at a minimum, under lock and key. The additional protection placed on unclassified information stored on removable magnetic media which is not afforded the same information printed on paper is considered by the Deputy Comptroller as undue protection and not necessary.

3. The Office of Security and the Information Security Policy Panel maintain that additional protection is necessary for unclassified removable magnetic media. The classification of information stored on magnetic media cannot be readily determined as information printed on paper. We can only rely on user discipline to keep unclassified media from becoming contaminated with classified data.

4. Recommendation: It is recommended that you sign the proposed HN and approve the requirement in paragraph 2.e. for protecting all unclassified removable magnetic media by securing, at a minimum, under lock and key.

OS 7-2264

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Next 12 Page(s) In Document Denied